



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

Dress Code Standards

Effective Date: October 2, 2020

Policy #: HR-07

Implementation Date: January 2, 2021

Page 1 of 7

- I. PURPOSE:** To require staff members to meet appropriate standards for personal appearance in keeping with the need to maintain a therapeutic environment and adhere to principles of Hospital safety and infection control.
- II. POLICY:** All Montana State Hospital (MSH) employees are required to maintain Hospital standards of personal appearance. These standards are based upon the need to provide a safe, clean, and therapeutic environment for patients and staff.
- III. DEFINITIONS:**
 - A. General Guideline:** Dress code standards apply to all MSH staff regardless of position or work area.
 - B. Non-Uniformed Staff:** Those employees who do not have a direct care role for patients as their primary function but provide a supervisory or administrative role. Non-Uniformed Staff also includes professional/support staff not listed under Uniformed Staff, such as licensed independent practitioners (LIPs); clinical staff; staff in the Business Office, Health Information Management, Human Resources, and Staff Development departments; social workers; recreation therapists; treatment specialists; psychologists, peer support staff, etc.
 - C. Uniformed Staff:** Those employees whose primary function is providing direct care or oversight of patients and those in certain support roles. Uniformed Staff includes psychiatric technicians; forensic mental health technicians; Staffing Office assistants; registered nurses; LPNs; CNAs; custodians; staff in the Maintenance and Dietary Departments; security officers; recreation aides; Warehouse staff; beautician; and hospital operation specialists.
- IV. RESPONSIBILITIES:**
 - A. All employees** will adhere to dress code standards as outlined in this policy.
 - B. Supervisors** are responsible for ensuring all employees comply with these minimum standards and with area-specific dress and grooming standards.
- V. PROCEDURE:**
 - A. General Guidelines:** Some jewelry, clothing, shoes, and hairstyles may increase risk of harm to the employee or to others. Supervisors may require employees to refrain from wearing items that appear to present a risk of injury to employees or patients. Questions should be referred to supervisors.

1. **Hair:** Must be groomed and clean and may neither obstruct vision nor interfere with an employee's ability to perform essential job functions. Hair restraints: for example, a hairnet may be required when preparing and serving food or for safety reasons.
2. **Beards:** Must be trimmed, neatly groomed, clean, and must not interfere with an employee's ability to perform essential job functions. For example, beards must not come into contact with soiled linens or patients when providing care.
3. **Shoes:** Footwear must be comfortable, safe, clean, and provide adequate support. No open-toed or open-heeled shoes. Footwear must be appropriate to the work area and job type. Heels may not extend past two inches. Feet and legs must be covered.
4. **Jewelry and Perfume:**
 - a. Jewelry worn must be moderate and professional and must not interfere with patient care. Jewelry may be restricted further based on work area for health, safety, and sanitation purposes. Examples include: ear hoops larger than ½ inch; gauges larger than ½ inch; tongue, mouth, or eyebrow piercings; and hoops or rings in the nose or lips, or in any other exposed body part other than the ear or nose (one small stud in the side of the nose is acceptable).
 - b. MSH will not reimburse employees for jewelry damaged while on the job.
 - c. Mild scents may be worn in moderation but must be discontinued if patients or co-workers express a concern.
5. **Clothing and Accessories:**
 - a. Staff are required to wear clothing and accessories appropriate for the hospital setting that do not cause concern for the safety of the patients and/or other employees. Clothing must be respectful toward all patients, visitors, and other employees who may interact with the staff member wearing the clothing item. Any disrespectful, immodest, or unsafe clothing item/accessory is prohibited. Staff who report for duty must be clothed about their entire upper and lower body except for their arms from the mid-upper arm to hand. Staff found in violation of this standard shall be asked to depart the hospital and obtain acceptable work attire.
 - b. Clothing cannot have tears/rips, frays (regardless of intended design), reveal undergarments, or display messages or pictures inappropriate to the treatment setting (for example: clothing with logos for alcoholic beverages or tobacco products).
6. **Tattoos:** Inappropriate tattoos must be covered at all times.
7. **Badges/Identification:** Department-issued I.D. badges must be visibly worn above the waist. ID badges shall not be altered or changed.

B. Non-Uniformed Staff:

1. Clothing worn by non-uniformed staff members must be neat, clean, appropriate, and well-fitting; not form-fitting, nor excessively loose-fitting. Staff shall wear undergarments under all clothing. Sweaters, zip-ups, and other garments with hoods are not allowed.
 2. All colors of jean/denim material are allowable at any time. All jeans must meet criteria for non-uniformed clothing.
 3. Clothing must be wrinkle-free and cannot have tears/rips, or frays (regardless of intended design); be faded; reveal undergarments; display messages or pictures inappropriate to the treatment setting (for example: clothing with logos for alcoholic beverages or tobacco products).
 4. Hats are not allowed in patient-occupied areas unless authorized by the supervisor as required for the performance of duties.
 5. Garments worn on the upper body must cover the midriff, have a modest neckline, and have sleeves. "Tank" or "halter" style tops are prohibited for all employees. Dresses and skirts must be knee- to ankle-length and worn with leg coverings. There may be no exposed skin. Shorts or capris of any kind are prohibited for all staff.
- C. **Uniformed Staff:** On-duty employees shall wear the appropriate uniforms and required equipment for their assignment. Uniformed positions include direct care nurses; Housekeeping, Dietary, Security, and Maintenance departments staff; recreation therapy aides; staffing assistants; Warehouse staff; beautician; and hospital operation specialists.
1. Uniform clothing is not to be worn during off-duty hours when an employee is engaged in other work, business, or recreational activities.
 - a. While there is no prohibition against employees wearing uniform clothing while shopping on the way to/from work and the like, staff should limit doing so when possible.
 2. The appearance of uniform clothing is not to be altered or changed. Supervisors shall determine the propriety of questionable uniform items on a case-by-case basis. Street clothes may be worn underneath uniforms; however, sweaters, zip-ups, and other garments with hoods are not allowed underneath uniforms.
 - a. Any time a uniform is worn it shall be in its entirety in compliance with this policy, including general guidelines.
 - b. Street clothes worn underneath uniforms must be clean, and visible portions of the items must comply with this policy. Maintaining the hood of a garment underneath a uniform is not allowed.
 - c. Uniforms shall fit properly without undue bagginess or tightness.
 - d. Uniforms must be clean and free of tears, rips, frays, fading, and wrinkles.

3. Some duties may require employees to wear/use safety articles or adhere to stricter and more specific requirements than those set forth in this policy. Supervisors will inform employees who are required to wear uniforms and/or are subject to stricter and more specific requirements.
4. MSH will provide identified staff members with required uniforms on an annual basis. Employees will procure their uniforms at the beginning of every calendar year. Staff members wishing to purchase additional uniforms at their own expense may order at cost through the hospital. Staff members not required to wear uniforms may order items through the hospital and purchase at their own expense. Damaged uniforms may be exchanged on a one-for-one basis with the Business Office.

5. Uniforms Issued Annually:

- *Direct Care Staff* - 3 scrub tops of varying color based on position
 - Forensic Mental Health Technicians - 3 shirts and 3 pants
- *Hospital Operation Specialist* - 3 scrub tops in a single color
- *Security* - 1 cloth badge, 3 shirts, 2 pants, 1 coat as needed, 1 MSH hat, and 1 pair tactical boots
- *Teamsters* - 3 shirts or vests, 1 MSH hat
- *Dietary* - 3 scrub tops of designated color
- *Maintenance* - 1 MSH hat
- *Business Office*
 - Mailman - 1 MSH hat
- *Warehouse* - 3 total garments, any combination of work aprons and shirts
 - Warehouse Worker - 1 MSH hat
- *Beautician* - 3 smocks
- Direct Care staff will not wear hats, caps, beanies, or any other hat-like article while on-duty and inside patient-occupied areas.
- Teamsters and Maintenance Department staff may wear jeans/denim.

D. Direct Care Staff:

Hands and Nails:

- a. Long nails are not allowed; fingernails must be kept short (no longer than 1/8 inch from tip of finger) and clean with no points.
 - b. Must follow proper hand washing and glove use policies.
 - c. Bandages must be worn over wounds on arms or hands, and a single-use glove or finger cut must be worn over the bandages.
- E. **Rehabilitation Department:** While engaged in groups with patients, dress code can include sweatpants and loose-fitting clothing as appropriate for physical activity groups and that meet the general guidelines described in this policy. After group activity or during non-physical groups, rehabilitation aides will adhere to the Uniformed Staff expectations and rehabilitation therapists will adhere to the Non-Uniformed Staff expectations.
- F. **Dietary Standards:** For all Dietary Department personnel.
 - 1. Hair:
 - a. Always wear a clean hat or other hair covering when prepping food, working in prep areas, and working in areas used to clean utensils and equipment. Hair must be completely covered with hair restraint.
 - 2. Beard/Mustache:
 - a. Beards must be neatly trimmed and covered with a beard/mustached restraint.
 - 3. Jewelry:
 - a. Facial piercings of any kind need to be removed or covered.
 - b. Necklaces, wrist watches, and bracelets are prohibited.
 - c. Small earrings are acceptable; no longer than ½ inch.
 - d. Rings are prohibited; except for plain wedding band.
 - e. All tongue rings need to be removed prior to a scheduled shift.
 - 4. Hands and Nails:
 - a. Long, false, and acrylic nails are not allowed.
 - b. Fingernail polish is prohibited.
 - c. Fingernails must be kept short and clean.
 - d. Must follow proper handwashing and glove use policies.
 - e. Bandages must be worn over wounds on arms or hands, and a single-use glove or finger cut must be worn over the bandages.

G. Contractors: Contractors assigned to work on MSH property will be required to wear MSH-issued lanyards for the duration of their onsite work at MSH. When a contracted assignment is complete, contractors must return lanyards to MSH immediately. Damaged lanyards may be exchanged on a one-for-one basis with the Business Office.

- a. Lanyards must always be worn on top of the outermost garment while on MSH property and be fully visible.
- b. Lanyards may be clipped to a pocket or other article of clothing as long as the lanyard is still worn around the neck and the lanyard is still fully visible. I.D. badges attached to lanyards may not be covered or placed in a pocket at any time.
- c. Lanyards may not be modified or altered in any way.

H. Exceptions: Special permission may be granted by the supervisor to make exceptions to dress code standards for special outings or events. However, dress must be appropriate and project a professional image.

I. Monitoring:

- 1. The supervisor of a work area or shift will be responsible for monitoring the dress code. Specific infractions requiring corrective action will be handled by the supervisor in accordance with standard hospital disciplinary procedures and must be consistently enforced throughout the hospital.
- 2. Supervisors are expected to enforce this policy; failure to do so may result in disciplinary action.

J. Termination: Upon termination from employment all uniforms, name badge, keys, safety equipment, and other items issued by the employer will be returned to the individual's supervisor.

VI. REFERENCES: None.

VII. COLLABORATED WITH: Hospital Administrator, Medical Director, Director of Nursing, Chief Financial Officer, Director of Clinical Services, and Human Resources Manager.

VIII. RESCISSIONS: HR-07, *Dress Code Standards* dated August 7, 2014; HR-07, *Dress Code Standards* dated September 16, 2011; HR-07, *Dress Code Standards* dated June 4, 2009; HR-07, *Dress Code Standards* dated June 1, 2004; HR-07, *Dress Code Standards* dated September 1, 2002; HR-07, *Dress Code Standards* dated August 1, 2001; HOPP 12-04D.041179 – *Dress Code Standards* dated June 20, 1996.

IX. DISTRIBUTION: All hospital policy manuals.

X. REVIEW AND REISSUE DATE: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Human Resources Manager.

XII. ATTACHMENTS: None.

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Kyle Fouts
Hospital Administrator Date

_____/____/____
Holly Callarman
Human Resources Manager Date